

MINUTES
Recreation Commission
City of Willoughby Hills
May 1, 2019

CALL TO ORDER: 7:04 PM

PRESENT: Chairman Sandy Grubiss, Jim Walsh, Lynn Hallum Dee Germano and Vicki Miller.

ABSENT: Joseph Jarmuskiewicz and Jeanne Kaston.

ALSO PRESENT: Katherine Lloyd, Clerk *pro tem*.
Councilman Hallum joined the meeting at 7:30 PM.

DISPOSITION of the MINUTES OF April 3, 2019

MOTION: Vicki Miller moved to accept the Minutes from the Recreation Commission Meeting of April 3, 2019 as presented.
Seconded by Lynn Hallum.
Voice Vote: 3 Ayes and 2 Abstention (Walsh, Germano).
Motion passes: 3/0.

CORRESPONDENCE

Email 4/23/19 to News-Herald RE: Recreation Commission Sub-Committee Meeting on Monday, 4/29/19 at 7:00 P.M. in the Schaefer Room RE: Eggstravaganza 6:00, Pancake 6:30 & Fall Craft Show 7:00.
Email 4/15/19 to Communications RE: Recreation Commission Sub-Committee Meeting on Monday, 4/29/19 at 7:00 P.M. in the Schaefer Room RE: Eggstravaganza 6:00, Pancake 6:30 & Fall Craft Show 7:00
Email 4/15/19 to News-Herald RE: 5/1/19 Recreation Commission Meeting.
Email 4/15/19 to Communications RE: 5/1/19 Recreation Commission Meeting.
Email dated 4/24/19 to Finance RE: March & April 460 Reports.
Correspondence Sheet for 5/1/19 meeting.

COUNCIL REPRESENTATIVE'S REPORT (Hallum)

Councilman Hallum will join us later to give his report. See below.

RECREATION COORDINATOR'S REPORT for April 2019 (vacant)

No report. The position of Recreation Coordinator is vacant.

- Recreation Center report (Sandy Grubiss)
- Willoughby Hills Events Page on Facebook: The page is still growing. Previously, there were 548 Likes and it is now up to 576. The 562 Follows has grown to 597.
- Staffing Update:
 - Katheryn Rich declined the part-time Recreation Coordinator position.
 - A new candidate named Darlene Soeder is going through the final credentialing. The information will be forwarded to Council before the Friday deadline for the agenda.

There is hope that this will be passed on 1st Reading at the next Council Meeting, since Kyle will not stay on with the City much longer. It would be nice to have a new Rec Coordinator trained by Kyle. That is dependent on whether it will be passed on 1st Reading or not.

- One additional monitor is needed for the Recreation Center.
- **YOUTH SPORTS** - Update by Lynn Hallum.
 - Baseball and Softball: Girls start games next week but the weather has limited practice time. The fields have been too wet to practice. One of the Boys teams has already been playing. Mighty Mites/Boys start the 2nd week of May.

COMMUNITY CENTER AND RENTAL REPORTS & COMMUNITY CENTER USAGE REPORT:

Frank Brichacek set up a basic financial report before vacation. The Community Center page does not provide the actual rentals for the month. We will look for that next month.

460 FUND REPORTS for March 2019 and April 2019

March and April are the exact same report. The beginning balance was \$23,185.87. Addition of the \$16,862.78 was the Nature Works Grant funds combined with the bank interest. The \$28.00 Expense was the court filing fee for the Tennis Court Grant reimbursement. Unencumbered funds are \$40,010.65.

The Reserve is \$51, 600. Per Frank, that is the available balance of the end of 2018 plus the reimbursement of the Nature Works Grant plus \$300 estimated investment revenue and \$10,000 estimated program profits. He says this money we have to spend but we cannot spend money if we don't generate it. So the \$30,000 are forecasted numbers.

UNFINISHED BUSINESS

1.) Pancake Breakfast (Sunday, March 10th) – Review 4/29 Sub-Committee Meeting

- Attendance was a little over 400 people.
- 2019 Expenses were higher. The total was \$1752.50
- 2019 Income was also higher.
 - \$63 in ticket redemptions came from the Lions Club Breakfast.
 - \$29.49 came from the Lions when they purchased reimburse leftover supplies.
 - \$72.00 Sale of the extra sausage. That is the highest in the last four years. Sausage was cooked from raw this year instead of the brown & serve.
 - \$1,446.00 Door Sales for the day of the event.
 - \$1,622 Pre-Sale Tickets sold.

Income Total	\$3,262.49
Less the Expenses	<u>- \$1,752.50</u>
Profit	\$1,514.99

The event did well this year. It made about what was made in 2018 but more than previous years if you factor in the fact that they had two breakfasts and the amount was divided by 2.

- Pancake Breakfast Sub-Committee Meeting on 4/29/19 at 6:30 PM.
 - In attendance: Sandy G, Joe J., Vicki M., Dave Fiebig.
 - Suggestions to sell more tickets were discussed. Those suggestions included
 - Asking local churches to promote the event in their newsletters by providing graphic that they can add to newsletter,
 - Take payments at the door with credit cards and other means of payment in addition to cash and checks; and
 - Addition of eggs to the menu was a frequent suggestion.
 - Keeping eggs fresh is a challenge.
 - Doing scrambled eggs is easier. Warmer, salt and pepper would be needed.
 - A trial run at Breakfast with Santa suggested. Portion would be one serving. Each additional serving would be \$1, similar to sausage pricing.
 - Joe suggested that Eggs could be spun-off (sub-contracted) to a Boy Scout group or Youth group. They could have their own omelet station and collect their own money.
 - Ticket Price increase may be needed to cover the cost of breakfast was discussed. People may be willing to pay Pre-Sale for a savings of \$1.00 rather than just \$0.50. Changing the pricing could help the kitchen have a better count so they do not run out of product and have get more.
 - Discussed Price Changes
 - Adults \$8.00 at door. \$7.00 Pre-Sale
 - Children \$5.00 at door \$4.00 Pre-Sale
 - Change from 'Free for 4 & under' to proposed 'Free for 3 & under'.
 - Comparison with Bob Evans' pricing discussed.
 - 50/50 Raffle during the event.
 - This event is about the Community and coming together.
 - Further discussion planned next meeting.

2.) WH Eggstravaganza (Sat., Apr. 13)

- It was held at Calvary Church. Event went very well. Weather beautiful. Very few complaints. Attendance: 1,200 people. Number of eggs: 11,500+. 85 people volunteered.
- Eggstravaganza Sub-Committee Meeting on 4/29/19 at 6:30 PM at Calvary Church.
 - In attendance: Sandy G, Vicki Miller, Joe J., Dave Fiebig.
 - Discussion included possible 'tweaking' of several things:
 - Changing age categories to 0-3, 4-6, 7-9 and 10-12.
 - Increasing the time between the Reptile Show because the next show starts exactly at the time Reptile show ends. Outback Ray needs time to re-set before the next group comes in. The 15 minutes he wants causes more time to be added to the event which would raise the cost of the buses. Possibility of moving it to two shows will be discussed with Gary.
 - Add a third Egg Return Bin.
 - Provide an incentive for the kids to donate the eggs back (piece of candy?).
 - Addition of another bus, budget permitting. Dave suggested that Kim (Willow Transportation) to discuss possible lower rate. Sandy had contact them in the past but their estimate was much higher than Peterman which did the bussing this year. Sandy will reach out to Kim.
 - Opening another room in the Church to separate Coloring Contest and Face Painting into separate rooms to reduce the number of people in the room.

- A Mail Delivery drove through during the event. Suggestion: Hold delivery during event.
- NEXT Eggstravaganza Sub-Committee Meeting will be on Monday, November 18, 2019 at 6:00PM at the Community Center in the Schaefer Room. The room is already reserved.
- The 2020 Eggstravaganza will be held on Saturday, April 4, 2020.
- Expenses for 4/13/19 Eggstravaganza.

○ 2019 baskets and miscellaneous items	\$110.58	
○ Peterman Charter Service:	\$630.00	
2 Buses for event duration		
○ Party Xtreme	\$540.00	
2 Inflatables (Castle, Obstacle course)		
○ 2020 Basket purchases after Easter	\$ 73.08	
20 baskets + supplies		
and 2 big stuffed animals (Prizes)		
<u>Total Expenses</u>		<u>1,353.66</u>
- The Budgeted Amount was \$1,500.00
- 2019 Eggstravaganza is anticipated to be \$146.34 under Budget.
- Factoring in the contributions of the sponsors:

○ Emerald Glen Title	\$250	Received
○ WH Corn Fest	\$200	Received
○ Willow Hill Dental Group	\$150	Received
○ Ken Urbania Ins. Agency	\$100	Received
○ Willoughby Hills Lions Club	\$ 75	Pledged. Not received yet.
		Sandy following up
○ North Coast Lions	\$ 25	Received
<u>TOTAL:</u>	\$800	
- As of today, \$725.00 has been received.

3.) Fall Craft Show (Saturday, October 12) - Vicki Miller.

Sub-Committee Meeting was held on 4/29/19 at 7:00 PM at Calvary Church.

- In attendance: Vicki, Sandy, Joe J., Dave Fiebig.
- For Saturday, there are 4 confirmed spots that are open for new vendors. There are 23 spots that have not been confirmed. Email will be sent out. Deadline to have Registration in is 5/6/19 or the vendor's spot may be given away. Sandy has reported the many responses on Facebook of vendors in joining. A few have called. They are on a 'wait list' the office here. We will work on getting those spots filled.
- Possibility of having the show on both Saturday 10/12 and Sunday 10/13 discussed:
 - Saturday 10/12 could remain the artisan type vendors with homemade products.
 - Sunday date 10/13 has been held. Sunday could open up to accommodate the vendors. We could accommodate new vendors. It would mainly be a different show with other products, home party products.

Councilman Hallum joined the meeting at 7:30 PM.

Fall Craft Show planning discussion

- We will look into Sunday.
 - We need to fill at least the upstairs portion. Once we confirm the ones who want to join, we would give them a deadline. Then reach back out to the vendors that are already coming to see if they would like to stay. From that, we will determine how many we have and what we would have to tear down.
 - Sandy explained that the question is raised
 - Because there are so many people contacting her on Facebook saying they want to be vendors. The spaces are pretty much full.
 - It is all profit and a good fundraiser. We missed out on the Spring Craft Show. We are working against the May 6th deadline.
 - It is an opportunity to get more people involved with Craft Show
 - Hours: Sunday would not start as early as Saturday.
 - Need to set a minimum of people who respond- about 40
 - Costs:
 - If a vendor comes one day, the cost is \$45 upstairs and \$40 downstairs.
 - If the same vendor is there two days, they could commit to same room to avoid tear down and set up. Vendors like certain spots.
 - Give a break to those who stay the 2nd day.
 - Cost for Sunday itself still under discussion.
 - Joe checked on 'ohiofestivals.net'. There is about a 50/50 split of those that are Saturday only and those that are both Saturday and Sunday
- Determine Interest in adding Sunday
 - Facebook Page: (Sandy)
 - Posting that there are a few openings. Email your intent to Recreation. Then see how many more people want to participate. It would help to know the interest or if we would have a wait list.
 - Event survey online asking if the Craft Show was extended to Sunday, how many are interested in attending and how many would be interested in being a vendor. Information would be available at the June meeting.
 - Call or email the vendors (Vicki) – 80 tables are currently registered. Emails are on the form. They have been added to the spreadsheet that Gloria is doing. Vicki will send email report to Board.
 - Need at least 40 vendors for Sunday.
- Volunteers would be needed for an additional day.

Friday	set up event
Sat	tear down those that leave
Sunday	set up for Sunday vendors. Total Tear Down the event
- Food – Volunteer needed. In the past, the WH Lions' Club has done food. Vicki will contact Joyce re: Lions' Club
- Advertising – Vicki will take that on
- Raffle would be held on separately on both Saturday and Sunday. Encourage Vendors to participate in Raffle on the separate days.
- Public Purpose for the Craft Show during set up/tear down was discussed. Crafts are locked in the building overnight. Chris will talk with the Law Director.

5.) **Pickle Ball Court** (Joe Jarmuskiewicz) - Joe could not be here. Sandy made report.

- **Cost:** Estimate was done by Industrial Service dealers. The estimate was for \$7,920.00. In addition, the Service Dept. would need to drill holes and place the posts. Cost estimated \$500. Purchase of the Wilson heavy duty posts, net and sleeves will be about \$1,189.94. Total cost for two pickle ball courts will cost about \$9,609.94. The Recreation Commission would be responsible for 25% which is \$2,452.49, if the grant was received.
- **Nature Work Grant:** It must be written, submitted and approved by June 1, 2019. Sandy questioned whether it should be rushed. The grant is available every year.
- **Condition of the Tennis Courts:** A lot of the estimate for the two pickle balls courts includes repair work that needs to be done. Sandy showed pictures and described the cracks all over the tennis courts. The Recreation Commission just had the tennis courts pressure washed, lines painted, resurfaced in 2017, filling in the cracks and resurfaced with the help of a grant. Per discussion, just resurfacing will not solve the problem. It is a band-aide. We need to ask the Law Director if there is any warranty on the work. The Service Director will be asked to provide further assessment of causes of the cracks. Pushing for a grant by June 1st for pickle ball courts does not make sense until we know what is going on with the tennis courts themselves.
- **Hold off on Pickle Ball for now.** Look into solution for the tennis courts first.

6.) **Nature Works Grant:** Hold off until 2020 as discussed.

7.) **NOPEC Grant:** The \$1500 Grant has been received. It will be used for the Halloween Party this year.

NEW BUSINESS

1.) **Community Picnic Day:** Joe is checking with the VFW.

2.) **Fall Craft Show:** Discussed earlier.

3.) **2020 Proposed Recreation Dates:** Copies were distributed and dates read into the record.

- WILLOUGHBY HILLS RECREATION PANCAKE BREAKFAST – Sunday, March 8, 2020 -- 8:30 a.m.-1:30 p.m.
- WILLOUGHBY HILLS LIONS CLUB PANCAKE BREAKFAST – Sunday, March 15, 2020 -- 8:30 a.m.-1:30 p.m.
- SPRING CRAFT SHOW – Saturday, March 28, 2020 -- 9:00 a.m.-3:00 p.m.
- EASTER EGGSTRAGANZA (Calvary Assembly of God Church) – Saturday, April 4, 2020 -- 10:00 a.m.-noon
- SAFETY TOWN - June 22 through 26.
May be uncertain. Not certain there is an instructor
- WILLOUGHBY HILLS CAPTAINS DAY AT CLASSIC PARK – July date – TBD
Lynn will be the point person.
- GARAGE SALE DAY IN WILLOUGHBY HILLS – Saturday, August 1, 2020 -- various hours
- ART GALLERY RECEPTION – QUILT GUILD - Friday, September 4, 2020 -- 7:00 p.m. – 9:00 p.m.
- TOUCH A TRUCK (City Hall Complex) – Saturday, September 12, 2020 -- 10:00 a.m. - 2:00 p.m.
- 5K WELLNESS RUN with Cleveland Clinic & Classic – Sunday, October date - TBD
- FALL CRAFT SHOW – Saturday, October 10, 2020 - 9:00 a.m.-3:00 p.m.
- HALLOWEEN PARTY – Friday, October 16, 2020 -- 6:00 p.m.-8:00 p.m.

- TRICK OR TREAT – Thursday, October 31, 2020 -- 6:00 p.m. – 8:00 p.m. (City wide)
- TRUNK OR TREAT – Thursday, October 31, 2020
 - *Need to decide which we are doing. Trunk or Treat was cancelled last year due to low response.*
 - *We could just focus on the Halloween Party.*
- WINTER FEST AND CHRISTMAS CARD LANE (WHFD) – Sunday, December 6, 2010 -- 5:00 p.m. - 8:00 p.m.
- BREAKFAST WITH SANTA & SANTA SHOP – Saturday, December 12, 2020 -- 8:30 a.m. - noon

COUNCIL REPRESENTATIVE'S REPORT (Hallum): No Report.

PUBLIC PORTION

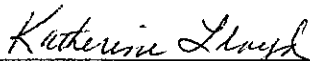
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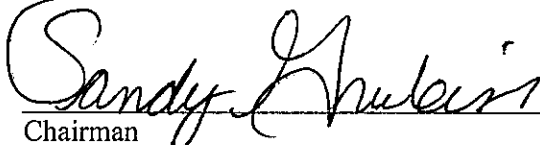
No Public Input.

Public Portion closed at 7:57 PM.

ADJOURNMENT:

Meeting adjourned at 7:57 PM by Sandy Grubiss with voice vote consensus.


Katherine Lloyd, Clerk *pro tem*


Chairman

Date approved: 6/5/19

Note: Meetings of the Recreation Commission are recorded and recordings are public record.